



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Hearing Unit

Division: Division of Legal Services

Sub-Section:

TITLE: Appeal File

CUTOFF: Resolution or dismissal

DESCRIPTION: Contains all documents from original hearing file plus affidavit to make appeal file. Including, but not limited to transcript, hearing decision, appeal decision and supporting papers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8477

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Hearing File

CUTOFF: Resolution or Dismissal

DESCRIPTION: Contains all documents for Administrative Hearings including; decision, notices and exhibits.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8475

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010
